Convention on Cluster Munitions

6 July 2018

Original: English

Eighth Meeting of States Parties
Geneva, 3 - 5 September 2018
Item 9 (b) of the provisional agenda
Preparations for the Ninth Meeting of States Parties
Date, duration, venue and estimated costs for the organization of the Ninth Meeting of States Parties

Estimated costs of the Ninth Meeting of States Parties of the Convention on Cluster Munitions

Note by the Secretariat

1. The Eighth Meeting of States Parties of the Convention on Cluster Munitions, held in Geneva, Switzerland, from 3 to 5 September 2018, decided to convene a three days (to be confirmed) Ninth Meeting of States Parties in 2019 in Geneva, unless its President decides at a later stage to host the meeting in another venue in accordance with paragraph 30 (d) of the Final Report of the Review Conference of the Convention on Cluster Munitions (CCM/CONF/2015/7).

2. The present document is submitted pursuant to the above-mentioned decision of the Eighth Meeting of States Parties and provides estimated costs in the amount of US$ 237,300 for convening the Meeting in Geneva. A breakdown of the costs is provided in the table at the end of the document.

3. It should be noted that the costs are estimated on the basis of past experience and anticipated workload. The actual costs will be determined after the closure of the meeting and the completion of related work, with all relevant expenditures recorded in the accounts. At that time, any adjustments in contributions by the participants sharing the costs will be determined accordingly.

4. With regard to the financial arrangements, it will be recalled that, in accordance with the practice followed on the occasion of multilateral disarmament conferences and related meetings, and as reflected in article 14 of the Convention on Cluster Munitions, the costs are shared among the States Parties and observer States participating in the meetings, based on the United Nations scale of assessment pro-rated to take into account the number of States participating in the meetings.

5. Subject to the approval of the States Parties of the estimated costs and cost-sharing formula, assessment notices will be prepared based on the overall estimated costs and applicable cost-sharing formula. Since the above-mentioned activities shall have no financial implication for the regular budget of the Organization, States Parties should proceed with the payment of their share of the estimated costs as soon as assessment notices have been received.

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Title of session: 2019 Ninth Meeting of the States Parties to the Convention on Cluster Munitions
Dates to be held: Location Geneva, September 2019 (TBD) (3 days without summary records)

Conference-servicing items	Meeting Servicing * $	Pre-session documentation * $	In-session documentation * $	Summary records * $	Post-session documentation * $	Support Services requirements * $	Other requirements * $	Total * $
Interpretation and meeting servicing	56,900							56,900
Translation of documentation		114,300	14,700		19,200			148,200
Support Services requirements[1]						2,400		2,400
Other requirements[2]							27,500	27,500
Total	56,900	114,300	14,700	-	19,200	2,400	27,500	235,000

* - at US$

A. Total conference-servicing requirements (inclusive of 13% programme support costs)	235,000
B. Non-conference-servicing requirements:	
1. Equipment and Supplies	2,000
Sub-total:	2,000
Programme support costs @ 13% of B	300
Total B:	2,300
Grand total (rounded) A+B:	237,300

1/ Sound technician/recording (2 x 3 days) $2,400

2/ Documents distribution officer (1 x 3 days) $1,200; documents control officer (1 x 3 days) $1,200; rental of computer, printer and digital audio recorder for 3 days $200; GS(OL) General temporary assitance for 30 days $12,300; Dedicated assistance provided for accounting services and administration of financial resources $12,600.